

**VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NO. 06-185**

POSITION: IT Specialist (CUST SPT), 06-185, (PD No. 90037000)

GRADE/PAY: GS-2210-11 \$54,503.00 - \$70,858.00 per annum
GS-2210-09 \$49,628.00 - \$64,522.00 per annum

OPENING DATE: 21 November 2006 **CLOSING DATE:** 19 December 2006 (1700 hrs)

DUTY LOCATION: G6/VAIM, Fort Pickett, Blackstone, VA

EMPLOYMENT STATUS: Excepted Service Male/Female Warrant Officers and Enlisted Personnel

WHO CAN APPLY:

GROUP I - Applications will be accepted from all qualified Warrant Officers and Enlisted personnel currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

GROUP II - All qualified Virginia Army and Air National Guard Warrant Officers and Enlisted Personnel, regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of appointment/enlistment in the Virginia National Guard must be attached if the appointment/enlistment occurred within 60 days prior to, or during, the advertisement period.

MILITARY CRITERIA: Applicant must be qualified and eligible for award of an MOS as follows: WO: MOS: 250N, 251A; E: MOS: 25B, 25D, 25U, 25Y, 25Z

POINT OF CONTACT: Mr. David E. Forbes, (434) 298-6344

QUALIFICATION REQUIREMENTS:

GENERAL EXPERIENCE: Technical, analytical, supervisory, or administrative experience which has demonstrated the candidates' ability to analyze problems of organization, workforce, information requirements, etc. and provide systematic solutions; and the ability to deal satisfactorily with others.

SPECIALIZED EXPERIENCE: SPECIALIZED EXPERIENCE:

GS-11 - Must have thirty-six (36) months of experience which equipped the applicant with the following specialized experience to successfully perform the duties of the position, such as: experience in analyzing problems, gathering information, and recognizing solutions; experience which demonstrates an applicant's ability to communicate orally and in writing in a clear and concise manner; experience in analyzing and organizing work processes into plans for computer solutions; experience in a computer related field performing such tasks as translating logical steps into language codes, computer console operations, and scheduling the sequence of programs to be processed; experience which demonstrates the accomplishment of computer project assignments that required a range of knowledge of computer requirements and techniques. Qualifying accomplishments involve the following: knowledge of the customary approaches, techniques, and requirements appropriate to an assigned computer applications area, planning the sequence of actions necessary to accomplish the assignment, and adaptation of guidelines or precedents to the needs of an assignment; experience which demonstrates the ability to develop written automation policies, rules and procedures for a large organization, such as a statewide area; experience which demonstrates the ability to manage 2 work centers and manage multiple subordinates.

GS-09 - Must have twenty-four (24) months of experience which equipped the applicant with the following specialized experience to successfully perform the duties of the position, such as: experience in analyzing problems, gathering information, and recognizing solutions; experience which demonstrates an applicant's ability to communicate orally and in writing in a clear and concise manner; experience in analyzing and organizing work processes into plans for computer solutions; experience in a computer related field performing such tasks as translating logical steps into language codes, computer console operations, and scheduling the sequence of programs to be processed; experience which demonstrates a knowledge of computer requirements and techniques in carrying out related tasks in the developing of minor modifications to portions of an automated data processing system. Such experience must have shown analysis of the interrelationships of pertinent components of the system, planning the sequence of actions and personal responsibility for a segment of overall project; experience which demonstrates the ability to develop written automation policies, rules and procedures for a large organization such as a statewide area; experience which demonstrates the ability to manage one center and supervise multiple subordinates.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIREMENTS: Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. **The KSAs are NOT used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to basically qualified candidates for consideration or interview.

GS-11

1. Ability to research and analyze data.
2. Ability to communicate orally and in writing.
3. Skill in organizing work in a logical sequence.
4. Knowledge of computer programming techniques.
5. Skill in evaluating and making recommendations for automated data processing programs and equipment.

TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NO. 06-185

6. Skill in developing written policies rules and procedures.
7. Ability to manage one or multiple automation work centers and manage people.

GS-9

1. Ability to research and analyze data.
2. Ability to communicate orally and in writing.
3. Skill in organizing work in a logical sequence.
4. Knowledge of computer programming techniques.
5. Knowledge of computer systems and applications.
6. Skill in developing written policies rules and procedures.
7. Ability to manage one or multiple automation work centers and manage people.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months experience. The education must have been in a computer field such as computer science, data processing, or information processing science. Applicants must submit transcripts, diplomas or other forms of completion certificates to provide verification of related courses.

DUTIES/RESPONSIBILITIES POSITION DESCRIPTION NUMBER 90037000: Serves as a technical expert on all supported automated systems utilized throughout the state. Develops and maintains the customer service database for all service requests. Performs intensive collection and analysis of data from the customer service database to create trend reports, performance reports, and future requirements for all areas of Information Management. Researches trends and patterns to implement new or improved communications methods and procedures. Conducts site surveys for information systems designed to verify adequacy of network operations and ensure customer needs are met. Installs and maintains hardware devices supporting a broad range of information systems employing multiple network and local operating systems and highly sophisticated client server software. Installs and configures workstation or network operating systems, and applications software on a wide range of configurable information systems devices. Performs operational tests on equipment in test array or operational configuration prior to issue or installation to ensure proper operation and absence of hardware, software, device or network conflicts.

REMARKS: Applicant selected at the lower grade may be non-competitively promoted to next higher grade upon completion of qualifications stated.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@ng.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION...RELOCATION EXPENSES WILL NOT BE PAID...SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. ANY GROUP II APPLICANT SELECTED WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THE AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/HRO/otherjobs-linkspage.html>.

TPVA 06-185

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer